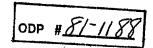
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MEMORANDUM FOR: Acting Director of Communications

Acting Director of Data Processing

Director of Finance

Acting Director of Information Services

Director of Logistics

Director of Medical Services

Director of Security

Director of Training and Education

FROM:

Harry E. Fitzwater

Deputy Director for Administration

SUBJECT:

Travel Controls

In view of the limited travel fund constraints under which we are now operating, it is imperative that Office Directors exercise tight control over TDY travel being performed by their components. TDY travel undertaken by Office Directors themselves will be approved by me. Finally, please keep me advised of travel performed by Deputy Office Directors.

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SUBJECT: (Optional)			
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FROM: Harry E. Fitzwater DDA		EXTENSION	
7D-18 Hqs.			DATE
TO: (Officer designation, room number, and building)	DATE	OFFICER'S	COMMENTS (Number each comment to show from whom
	RECEIVED FORWARDED	INITIALS	to whom. Draw a line across column after each comment.)
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